

Prime/HO/FMD/RFQ/2024/238

April 22, 2024

**Subject: Request for Quotation (RFQ) for supplying of Refreshment and Canteen Related Items for Prime Bank PLC..**

Dear Concern,

Prime Bank PLC. intends to select supplier for supplying of Refreshment and Canteen Related Items for upcoming six months. In this regard interested bidders are requested to submit financial offer in their letterhead pad duly signed with sealed envelope. The envelope must be marked as "**Quotation for Refreshment and Canteen Related Items**". Product particulars, unit type and specification of the Items are attached herewith as Annexure-A.

**Terms & Conditions:**

1	Product price will remain valid for 06 (six) months from the date of issuing first work order.
2	The suppliers must maintain sufficient stock of each item to meet the bank's need at any time.
3	The vendor will be responsible for supplying the items to different Locations (i.e. Gulshan Avenue- 1 and Prime Tower, Nikunja-2, Airport Road, Khilkhet C/A, Dhaka-1229 at their own cost & responsibilities as per brand, country of origin etc.
4	Payment will be made based on the delivery challan duly signed by receiving officer of the selected premises.
5	The quoted prices shall include all taxes, VAT & other charges. Bank will deduct VAT & AIT as per government rules.
6	Bidder must submit photocopy of following documents along with the RFQ: a. Up-to-date Valid Trade License. b. Certificate of Incorporation in case of Limited Company. c. Valid TIN Certificate. d. VAT Registration Certificate. e. Bank Solvency Certificate. f. Experience Certificate/work Order. g. Client List.
7	In case of supply inferior quality goods, any change request by Prime Bank PLC. must be entertained instantly.
8	The Bank shall not be bound or under any obligation to accept the lowest quotation.
9	Quotations have to be submitted as per our enclosed list of items maintaining serial along with company seal and authorized signature in each page. Alternative product offer will not be accepted.
10	The intending bidder must quote the rate with computer typing. No handwriting is allowed.
11	Prime Bank reserves the right to accept, modify or reject, in full or part, any or all quotations without assigning any reason whatsoever. Further, Bank shall not be under any obligation to accept the lowest quotation.

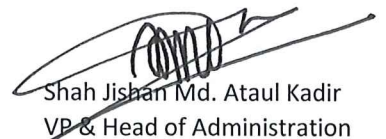
The quotation must be submitted in your company letter head pad and dropped in the tender box kept at **Prime Bank PLC., Head Office, Prime Tower, Central Dispatch (Ground Floor) Plot # 08 & 35, Airport Road, Nikunja-2, Khilkhet C/A, Dhaka-1229 on April 29, 2024 before 03:00 pm** and will be opened on the same day and same place.

For any query please feel free to contact with Mr. Md. Razu Ahmed; Cell # 01714 744931



Kazi Sohel Masud  
AVP & Unit Head  
Procurement - FMD

Regards,



Shah Jishan Md. Ataul Kadir  
VP & Head of Administration

Annexure – A

**Financial Offer:**

**Table - A**

SL	Item Name	Unit	Rate per unit (BDT)
1	Hand Towel Tissue	250 ply packet	
2	Vim Powder	500 gram packet	
3	Vim Liquid Bottle	500 ml bottle	
4	Poly Bag Big	30" x 40" size	
5	Poly Bag Small	18" x 24" size	
6	Cloth Duster	1 Pcs	
7	Air Freshener ACI	170 ml	
8	Majuni (Steel)	1 Pcs	
9	Mr. Brasso Glass Cleaner	500 ml spray bottle	

**Table - B**

1	Diploma Milk Powder	1 kg	
2	Dano Pusti Milk Powder	1 kg	
3	Sugar	1 kg	
4	Nescafe Coffee Jar	200 gram Jar	
5	Nestle Coffee Mate Jar	400 gram Jar	
6	Nescafe Coffee (Foil Packet)	200 gram	
7	Nestle Coffee Mate (Foil Packet)	200 gram	
8	Tea Bag Ispahani	50 pcs packet	
9	Tea Bag Seylon	50 pcs packet	
10	Green Tea Bags Finlay	50 pcs packet	
11	Tea Leaf Ispahani	400 gm	
12	Tea Leaf Finlay	400 gm	
13	Zinger	1 Kg	
14	Lemon	1 Pcs	

